



Worship Arts Assistant

Greenville First Christian Church
Location: Greenville, IL
Denomination: Non-Denomination
Job Status: Part-time (15 hours per week)

Contact: Jason Fishburn, Worship Arts Pastor
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Direct applications to:
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Job Description: Greenville First Christian Church's leadership entails responsibilities that require gifts and experience in numerous areas. In addition to the duties listed below, the Worship Arts Assistant's primary responsibility is to offer leadership, organization and administration in GFCC's Worship Arts Ministries.

Job Responsibilities/Tasks:

- Consistent communication with the Worship Arts Pastor for completing tasks and planning.
- Schedule monthly Creative Arts meetings to review lighting, creative elements, timing and sound during worship services.
- Recruit and engage volunteers-- lead by example during weekly rehearsals.
- Help organize and execute traditional and contemporary worship services each week in Planning Center.
- Execute scheduling for all components of worship.
- Use keynote and ProPresenter to create/update the announcements each week.
- Provide leadership and task management for audio, video, lighting, pre-service/post-service music, etc. to carry out a seamless experience for attendees.
- Participate in summer VBS and on occasion provide support in KidzChurch.
- Participate occasionally in Tuesday staff meetings and weekly for Thursday staff prayer.
- Available to assist with funerals and weddings as needs arise (paid separately).

General Expectations:

- Put Christ first (Bible study, prayer time, fellowship with other believers).
- Be punctual and adhere to the weekly schedule outlined by the Worship Arts Pastor.
- Don't procrastinate, have a back-up plan. Be a self-starter and look for things that can be done.
- Don't be afraid to make suggestions, try new things, etc. We want to learn from you, too!
- Develop relationships, introduce yourself and take an active role in getting to know people.
- Dress appropriately for weekend worship, keeping in mind the different service types.
- Time commitment is approximately 15 hours per week.
 - o Tuesday/ Wednesday/ Thursday – (2 hours daily)
 - o Wednesday evening – 5:30 – 9:30 p.m.
 - o Sunday morning – 7:30 a.m. -12:30 p.m.

Characteristics:

- Resolves to excel in completing tasks in a timely manner and confirm items are complete.
- Ability to work alongside seasoned and new volunteers humbly and helpfully.
- Excellent organizational skills and problem-solving skills.
- Teachable and open to new ideas, both receiving and giving.
- Communicates well with leadership and volunteer team.
- Open and available. Wednesday evenings and Sundays are a must.
- Demonstrates a personal, mature, and growing relationship with Christ, manifesting a servant's heart and a teachable spirit.
- Displays a passion for God's word and His people with a commitment to the kingdom of God.

Educational/ Experiential:

- Audio Engineering, Music, Design or other Creative Arts experience preferred.
- Experience in audio mixing, production, film, worship leading and/or stage management is a plus.
- Graphic design experience and understanding of Photoshop, Keynote, etc. Some software training may be offered on-the-job.

Reporting Relationship: Worship Arts Pastor

Employment Classification: Part-time, non-exempt support staff.

The role and job description will be reviewed and updated as needed initially 30 days after responsibilities begin and annually in consultation with the Worship Arts Pastor.

References to include:

- Your current pastor/ minister, mentor or ministry leader who has had a significant impact on your life.
- A personal reference that can speak to your character and personal faith in Christ.

Name: _____

Address: _____

Email: _____ Phone #: _____

Are you a baptized follower of Jesus Christ? _____

Please list your current area(s) of study and any other training or ministry experience:

Please list any musical training or experience (high school, college, church, number of years)

List a few of your musical and/or artistic influences:

How did you come to accept and know Jesus? How do you continue to grow in your faith?

Please give a brief explanation of why worship arts are an important part of spiritual life:

Please provide two references (include phone number and email address) - people who can vouch for your character, commitment and/or abilities:
